Technology Readiness Checklist

✓	Action Item	Preparation Timeline	Information Resource
☐	**Step 1** Verify that your school's network meets the requirements, is configured for testing, and can connect to the Internet. Conduct network diagnostics to confirm sufficient bandwidth.	Can begin immediately.	Network Requirements Document
☐	**Step 2** Verify that all of your school's computers that will be used for online testing meet the minimum hardware and software requirements.	Can begin immediately.	System Requirements Document
☐	**Step 3** Install the Secure Browser on your testing devices (install the Assistive Technology Secure Browser if there are students that will require assistive technology).	3 to 4 weeks before testing begins in your school.	Technology Coordinators Manual, Section 3
☐	**Step 4** Take a practice test from each testing device (using a student network and/or device login as necessary).	3 to 4 weeks before testing begins in your school.	DPI Website
☐	**Step 5** For **Windows** computers disable Fast User Switching.	2 to 3 weeks before testing begins in your school.	Technology Coordinators Manual, Section 3
☐	**Step 6** For **Mac OS 10.7 to 10.10** computers disable Spaces in Mission Control.	2 to 3 weeks before testing begins in your school.	Technology Coordinators Manual, Section 3
☐	**Step 7** Confirm that your braille hardware is functioning and configured for the testing device to which it is connected. Check for other accommodation software that may be needed.	2 to 3 weeks before testing begins in your school.	Technology Coordinators Manual, Section 4
☐	**Step 8** Ensure that all forbidden applications except those identified as necessary by the District Technology Coordinator are uninstalled from testing computers.	1 to 2 weeks before testing begins in your school.	
☐	**Step 9** During the testing window, ensure availability to follow up internally on any technical issues that may arise.	Ongoing throughout the testing window.	